



STAFF DEVELOPMENT COMMITTEE MINUTES

9/12/2016 | 2:30-4:30PM | Rm. 2410

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members:

Chair: Greg Daubenmire/Howard Blumenfeld

A&H: Maureen O'Herin

CATSS: Ernie Jones/Robin Roy

MSEPS: Howard Blumenfeld,
Greg Daubenmire

BHAWK: Patricia Stokke

Stud.Serv.Faculty: Brian Owyong,
Gabriela Discua

CLASSIFIED: Tim Druley, Frances DeNisco, Bill Eddy, Carolyn Scott

PART-TIME FACULTY: TBA

ASLPC REP.: TBA

Agenda Item

Presenter

1. GENERAL BUSINESS

1.1 Call to Order/Quorum Chair Chair

The meeting was called to order at 2:40 PM.

1.2 Review and Approval of Agenda

The agenda was approved by consensus. Chair Chair

1.3 Review and Approval of Minutes Chair Chair

Minutes were not available from the previous meeting.

2. (Old Business)

- a. fillable spreadsheet on the staff development webpage for full-time faculty to input hours of variable flex.

There is a fillable google spreadsheet located on the website that faculty can fill out to personally (informally) record variable FLEX hours. They can then check in with Greg to find out how many total variable FLEX hours they have accumulated.

Speaking of the website, Howard will be completely overhauling and updating the site in the coming year to make it more modern, concise, and user-friendly. Proposed updates include easy access to correct campus & district forms, an interactive calendar that faculty & staff can post events to & receive notifications from, updated information on variable FLEX definitions, clear instructions for obtaining SD funding, linking up to other sources of funding including grants, and posting other relevant updates as needed.

Other items under consideration to enhance staff development on campus include hosting a monthly brown bag sharing session (or a variable FLEX activity) for people who have attended conferences or participated in sabbatical work and wish to share their experiences with other faculty and staff.

There was also discussion of starting a Staff Development social media group in which members could post about conferences, activities, talks, and hold other staff development-related discussions.

It was mentioned that at the IPC committee, the topic of staff development frequently arises during discussions.

Tim mentioned that there are two modules coming along with the Content Management System (CMS) including the campus-wide calendar and news & events site. Staff development could take advantage of these resources when they become available.

b. Planning the schedule for Fall 2016 Flex-day Tuesday

September 27, 2016.

A draft of the Fall 2016 FLEX Day schedule was passed around and opened to discussion. Some additional topics and activities that were suggested included having a Measure A discussion, holding a swimming activity, holding a weight room activity, and hosting a session on planning and taking school trips to other countries. The English department also desired to hold a workshop on source integration.

c. Reviewing the 2016/17 First Year Faculty Orientation sessions.

New faculty workshops are held on the final Friday of each month from 1-3 PM. A list of new faculty can be found at the end of this document. There is room for improvement in the area of orientation for new classified staff as well as soliciting the input of classified staff. There was discussion about reporting out to Classified Senate as we do with the Academic Senate.

d. Variable Flex for full-time faculty what about classified professionals and Part-Time faculty.

Classified professionals do not have a clear equivalent to the Variable FLEX process. The only known equivalent to the "F" Hour funding model is the "comp time" process and it is not clearly defined when it comes to professional development.

Part-time faculty who teach at other districts may experience difficulty attending workshops on Mandatory FLEX day. It was suggested that a section of the Staff Development Website be updated to include PowerPoints from the FLEX Day sessions. There is definitely a need to be more attentive to part-time faculty.

e. Update Governance document.

A preliminary governance document was drafted and it specifies the shift during the 2016-2017 academic year from one staff development coordinator to two staff development coordinators. Some of the motivation for this change include the hiring of new faculty, the need to maintain and update the website, redefining the way we do FLEX, and other new tasks. During this time of increased work, it is argued that the amount of reassigned time may need to be negotiated to a higher amount.

In 2017-2019, the plan is to return to a single coordinator.

3. (Informational Items)

Presenter

i. Flex Day Schedule for 2016/17 Academic year: Fall, Tuesday

September 27, 2016 and Spring, Tuesday February 21, 2017

Katie Eagan discussed the desire to hold workshops related to globalizing the curriculum (her sabbatical project). Patricia Stokke mentioned her desire to bring international perspectives to the business curriculum.

ii. SLO presentation

John Ruys

John mentioned the need to hold five unique workshops on FLEX day. Three of these would be eLumen trainings (one on SAOs, another on faculty not writing but entering data, and another on writing SLOs). Karin and John will also do two separate Program Review workshops. The final workshop will focus on assignment to SLO mapping including a focus on how to make course assignments match SLOs. This last workshop was discussed as an excellent opportunity for adjunct faculty.

4. (New Business)

a. Process for Staff Development proposals and funding

See below.

b. Process for Variable Flex

There is a lot of work and discussion going on right now among administration, the Academic Senate, the Staff Development Committee, and the Faculty Association concerning how this college can best match the Education Code (Title 5) requirements and suggested procedures concerning the documentation, implementation, and recording of Variable FLEX hours, including the levying of penalties for not complying with the requirements.

One of the Title 5 requirements is that all faculty submit a report each academic year detailing their specific plan to complete the allotted number of variable FLEX hours they are responsible for. More information about this

requirement is forthcoming and will likely be discussed at the October Town Hall Meeting.

Additionally, our current Variable FLEX proposal and Variable FLEX reporting forms will likely need to be modified. Since they are FA ratified documents, this reform will take some time, so stay tuned for details.

Variable FLEX reporting should be done to the Deans and not to the SD Committee. This is because the Deans have the authority to levy penalties for the absence or partial completion of the annual Variable FLEX requirement and that authority in no way resides with the SD committee. It is the SD committee's charge to clearly define Variable FLEX and screen proposals to make sure they fit the definitions. Again, stay tuned for more details, as this process is in progress.

There was a spirited discussion about modernizing the way variable FLEX is reported and recorded. Some colleges/districts that were cited as having more efficient variable FLEX processes included Cabrillo College and the San Diego Community College District.

Tim mentioned that we may be due for a BANNER upgrade and there might be a possibility that we could link variable FLEX information and reporting to the new BANNER. If that is not possible, then there may be other routes we can take to make our reporting process more efficient. Stay tuned.

c. Approval Conference Proposals

- i. Katie Eagan (9/22-9/24/2016) **(approved)**
- ii. Kisha Turner (1/25-1/26/2017) **(approved)**

d. Approval of Activity(Workshop) funding

- i. Daniel Marschak (9/9/2016) **(all were approved)**
- ii. Daniel Marschak (11/10/2016)
- iii. Daniel Marschak (11/16/2016)

e. Approval of Variable Flex

- i. Jim Dobson (8/20-8/21/2016) **(approved)**

f. Follow-up on Summer conference funding

i. Patricia France (6/23-6/25/2016) (**approved pending submittal of funding requests**)

ii. Kristine Vanderhoof (6/23-6/25/2016)

5. Good of the Order

It was suggested we consult Lisa High to speak about receipt and documentation issues for conference funding issues, especially in the event that conference materials and expense receipts do not print out properly.

Adjournment:

Next Regular Meeting: October 10, 2016

Room 2410

Meeting Dates: 15-16 Academic Year

September 12, 2016

October 10, 2016

November 14, 2016

December 12, 2016

February 13, 2017

March 13, 2017

April 10, 2017

May 8, 2017

First Meeting Date: 17-18 Academic Year

September 11, 2017

New Faculty positions for the Fall 2016

| | |
|----------------|-----------|
| Segal Boaz | BIO |
| Kimberly Burks | Counselor |
| Jose Calderon | Counselor |
| Peet Cocke | THEA |
| Andrew Cumbo | KIN |
| Kent Gomez | Counselor |
| Donald Hester | CNT |

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| Jared Howard | Counselor |
| Peter Kuo | VCOM |
| David Powers | MATH |
| John Rosen | HIST |
| Kisha Turner | ENG |
| Sheena Turner-August | PSYCH |
| David Wagner | ARTS |
| Elizabeth Wing Brooks | Humanities |
| Ashley Young | Math |